

**MATERIEL MANAGEMENT**

**1. Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard manpower standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description for varying levels of workload.

**2. Authority.** AFMAN 23-110, *USAF Supply Manual* (formerly designated as AFM 67-1), contains USAF and ANG policy and procedural guidance for the Materiel Management work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.

**3. Applicability.** This standard applies to all ANG flying units operating a Standard Base Supply System (SBSS). This standard applies to peacetime operations only.

**4. Standard Data:**

a. Classification. Type II.

b. Approval Date. 10 May 1994.

c. Man-hour Data Source. Operational Audit method (historical record and technical estimate techniques).

d. Standard Man-hour Equation.  $Y = 361.9 + 0.009935X$ .

e. Workload Factor:

(1) Title. A Transaction.

(2) Definition. The average monthly number of total transactions processed by SBSS. Use the most recent 12 months data.

(3) Source. The Base Supply Management Report (M-32), Part 2, Index Page Title "Transaction Summary," applicable page, under "Type Transaction" column, Total Trans (This SD) count total for all accounts.

**5. Application Instructions:**

a. The valid man-hour range for this ANGMS is 380.63 through 1008.24.

b. This ANGMS is appropriate for use with all peacetime civilian man-hour availability factors.

c. Determine the whole manpower requirements for this work center by substituting the appropriate workload value in paragraph 4e for the X value in the man-hour equation in paragraph 4d. The resultant number will be divided by the current civilian man-hour availability factor which will produce fractional manpower requirements. Use the fractional manpower table provided by ANGRC/XPME to determine requirements.

d. Refer to attachment 2, AF Form 1113, Standard Manpower Table, to determine specific Air Force specialties.

**6. Statement of Conditions.** The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:

a. Minimum response rates.

b. Minimum manpower levels.

c. Standardized crew complements.

d. Safety considerations.

e. Aircraft turn-around time.

f. Length of waiting periods.

g. Levels of backlog.

h. Hours of operation.

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**2 Attachments**  
**1. Work Center Description**  
**2. Standard Manpower Table**

**SUMMARY OF CHANGES.** This ANGMS is a total revision of the 15 Jan 89 standard. It contains the latest policies, practices, and procedures to the Materiel Management work center.

**WORK CENTER DESCRIPTION**  
**Materiel Management**

**DIRECT:**

**1. EQUIPMENT MANAGEMENT:**

**1.1. PROCESSES EQUIPMENT REQUEST FOR ISSUE:**

**1.1.1. RECEIVES EQUIPMENT REQUEST.** Receives equipment request from custodian, checks accuracy, and logs information on Equipment Control Register. Assigns control number, assigns suspense date, removes one copy and files in suspenses.

**1.1.2. RESEARCHES AND VALIDATES REQUEST.** Provides assistance to customer. Checks Table of Allowance (TA), Allowance Source Code listing, and prepares data for input into terminal. Ensures proper coordination and approval. Prepares input to computer for approved equipment request, signs form, and forwards incorrect request to originator. If rental, reviews request for purchase to ensure adequate information is available and logs equipment request on AF Form 600. Maintains rental folders and if applicable ensures contract is validated. Attaches one copy of DOD single line item release/receipt document and forwards to centralized point for distribution.

**1.1.3. INPUTS INTO TERMINAL.** Inputs data into terminal and obtains output document.

**1.1.4. RETURNS COMPLETED DOCUMENT.** Annotates completion on log and returns completed copy to custodian. Files supporting documentation.

**1.2. PROCESSES EQUIPMENT REQUEST FOR NEW AUTHORIZATION:**

**1.2.1. EVALUATES EQUIPMENT REQUEST.** Receives, evaluates, recommends action, and forwards to appropriate agency. Files one copy in suspense, notifies custodian of action taken, and follows up as required.

**1.2.2. RECEIVES RESPONSE:**

**1.2.2.1. RECEIVES APPROVED EQUIPMENT REQUEST.** Receives approved AF Form 601/AF Form 2005 from agency, removes suspense copy from file, prepares input for computer, inputs into terminal, completes log, and notifies custodian of action taken.

**1.2.2.2. RECEIVES DISAPPROVED EQUIPMENT REQUEST.** Receives command directed equipment action, assigns control number and suspense date, prepares computer input, inputs into computer during post-post, completes log, notifies custodian of action taken, and files supporting documentation.

**1.3. PROCESSES COMMAND DIRECTED EQUIPMENT ACTION.** Receives command directed equipment action and assigns control number and suspense date. Prepares computer input, inputs into computer during post-post, completes log, notifies custodian of action taken, and files supporting documentation.

**1.4. PROCESSES EQUIPMENT TURN-IN.** Receives equipment request for turn-in, prepares turn-in document, and carries document to Pick-up and Delivery area, and completes log. If post-post, forwards documentation to Pickup and Delivery, maintains suspense copy of turn-in, reviews appropriate documentation to assure processing, and completes log.

**1.5. PROCESSES INTER AND INTRA-COMMAND LOANED EQUIPMENT REQUEST.** Receives request, processes and forwards to command, maintains supporting documentation, and provides custodian with a copy of source document with output documentation. Monitors the expiration date of loan and initiates follow-up

action as required.

**1.6. PROCESSES EQUIPMENT REQUEST FOR REPAIR AND RETURN (RAR).** Coordinates with appropriate agency, prepares and inputs RAR, reviews output document, and forwards to applicable section.

**1.7. PROCESSES EQUIPMENT TRANSFER (FET).** Receives request from gaining custodian. Obtains additional information from custodian if required. Validates authorization in TA. Inputs data into terminal. Calls custodian and obtains signature on output document. Forwards copy to Document Control. Distributes/files other copy.

**1.8. PROCESSES TRANSFER/RECEIPT OF PROPERTY ACCOUNTABILITY.** Receives source document, reviews to ensure compatibility with account to gaining activity, and processes input. Coordinates with custodian and obtains signature.

**1.9. DROPS OR PICKS UP ACCOUNTABILITY OF ITEM.** Reviews management notice and inputs drop or pickup accountability data into terminal. Submits request for verification of Expendability, Recoverability, Repairability Code.

**1.10. MANAGES EQUIPMENT ACCOUNT:**

**1.10.1. ORIENTATES CUSTODIAN.** Reviews appointment letter, notifies Training section of required training, and briefs custodian.

**1.10.2. ASSISTS IN FORMAL TRAINING.** Assists Training section in the formal training of equipment account custodian. Files training certificate and annotates custodian authorization file.

**1.10.3. ISSUES CUSTODIAN AUTHORIZATION/CUSTODY RECEIPT LISTING (CA/CRL):**

**1.10.3.1. REQUESTS LISTING/LABEL.** Prepares source document to request new CA/CRL label from work.

**1.10.3.2. PROCESSES LISTING/LABEL.** Separates listing, prepares and attaches cover letter/label, assigns suspense date, forwards to custodian, retains one copy in suspense file, and performs follow-up action. Provides assistance if requested.

**1.10.3.3. VERIFIES SIGNATURE ELEMENT.** Verifies that signature element is that of the appropriate custodian or alternate on designation letter.

**1.10.3.4. REVIEWS CUSTODY RECEIPT FOLDER.** Performs review of custodial receipt folder and Supply jacket files.

**1.10.3.5. MAINTAINS CONFIGURATION DATA RESUME FILE.**

**1.11. MAINTAINS EQUIPMENT OUT-OF-BALANCE LIST.** Receives and reviews equipment out-of-balance listing. Annotates action required by each custodian and maintains listing. Contacts custodian by telephone or letter on action required. Performs follow-up. Updates out-of-balance entry as action is taken to rectify out-of-balance condition.

**1.12. MAINTAINS EQUIPMENT EXCESS LIST.** Receives and reviews equipment excess listing. Annotates action required by each custodian and maintains listing. Contacts custodian by telephone or letter on action required. Performs follow-up. Updates excess entry as action is taken to rectify out-of-balance condition.

**1.13. MAINTAINS TABLE OF ALLOWANCES (TA):**

**1.13.1. REVIEWS TA.** Receives updated TA, posts AFIND-10, *Management Control and Authorization Program for Tables of Allowance (TA) and Allowance Source Codes for USAF Activities*, suspenses TA review, and requests ASC listing Q09 for TA number. Reviews Q09 and 002 change to TA, reviews all special allowance flags, and initiates corrective action. Coordinates TA review at request of ANGRC. Checks each entry for change or updates and maintains TA in file until next update. Maintains current copy of ASC listing.

**1.13.2. PREPARES UPDATE.** Prepares and inputs each change, assigns control number from equipment log, annotates Q09 listing with change, and notifies appropriate custodian.

**1.14. MAINTAINS DEPLOYMENT EQUIPMENT RECORD:**

**1.14.1. REVIEWS DEPLOYMENT EQUIPMENT RECORD.** Reviews and files equipment record for deployment. Maintains War Reserve Material and mobility equipment records. Prepares report as required. Coordinates to ensure that Unit Type Code and equipment are accurate.

**1.14.2. PREPARES DEPLOYMENT EQUIPMENT RECORD.** Prepares folder for new account.

**1.15. PROCESSES EQUIPMENT IDENTITY CHANGE.** Processes equipment identity change upon notification of reidentified or misidentified item. Obtains appropriate approval and ensures completed document is forwarded to Document Control.

**1.16. MONITORS LOAN OF EQUIPMENT TO NON-AIR FORCE AGENCY.** Monitors terms of formal loan agreement and processes documentation to command. Coordinates and follow-up with appropriate agency.

**1.17. CLEARS DEPARTING PERSONNEL.** Clears departing personnel by checking custodial listing to ensure that personnel departing permanent change of station or separating are not account custodians. Notifies commander if personnel are still liable and signs clearance sheet if no liability is determined.

**1.18. MAINTAINS EQUIPMENT REPORTING SYSTEM:**

**1.18.1. PROCESSES EQUIPMENT TRANSACTION REPORTING SYSTEM.** Receives equipment transaction report. Verifies and researches discrepancy. Coordinates Stock Record Account Number D16 change with CSB.

**1.18.2. REVIEWS AND PROCESSES USAF EQUIPMENT DATA BANK (A-COO8.-BOI-MZ-MR6).** Receives and reviews monthly data bank report. Prepares and inputs change. Notifies customer of corrective action taken.

**1.19. MAINTAINS SPECIAL PURPOSE RECOVERABLE AUTHORIZED MAINTENANCE (SPRAM) ASSET:**

**1.19.1. ESTABLISHES SPRAM ACCOUNT FILE.** Creates folder, files letter from commander, and files request.

**1.19.2. LOADS SPRAM DETAIL RECORD.** Receives, reviews, and validates SPRAM action request; adds, deletes, or changes detail record; and files request.

**1.19.3. PROVIDES CUSTODIAN WITH SPRAM CA/CRL.** Separates report and distributes.

**1.19.4. REVIEWS SPRAM CUSTODIAN WITH ACCOUNT FOLDER.** Reviews account folder and verifies signature.

**1.19.5. ASSISTS IN FORMAL TRAINING.** Assists Training section in the SPRAM formal training.

**1.20. CONDUCTS STAFF ASSISTANCE/ADVISORY VISIT (SAV).** Travels to location, performs requested SAV, and returns.

**1.21. ASSISTS IN THE PREPARATION OF THE EQUIPMENT BUDGET FORECAST (RCS: ANG/LGS(SA) 7402).** Validates and edits listing, ensures correct format, and prepares narrative.

**1.22. MANAGES LAND MOBILE RADIO EQUIPMENT PROGRAM.** Forwards listing to Information Systems, receives listing back with changes, inputs data into terminal, and obtains output product. Verifies custodian's signature upon issue.

**1.23. REVIEWS REJECT LISTING:**

**1.23.1. REVIEWS LISTING.** Reviews daily reject listing and identifies applicable discrepancies.

**1.23.2. TAKES CORRECTIVE ACTION.** Researches discrepancy and annotates reject listing indicating corrective action taken and prepares reject clear card.

**1.24. REVIEWS DELINQUENT DOCUMENT LISTING:**

**1.24.1. REVIEWS LISTING.** Reviews listing and identifies delinquent document applicable to Equipment Management.

**1.24.2. TAKES CORRECTIVE ACTION.** Researches discrepancy and annotates delinquent listing indicating corrective action to be taken.

**2. STOCK CONTROL:**

**2.1. MANAGES SPECIAL LEVEL PROGRAM:**

**2.1.1. REVIEWS SPECIAL LEVEL REQUEST.** Receives request, verifies accuracy and completeness, determines level of approval, level justification code, and type level code.

**2.1.2. PROCESSES REQUEST.** Prepares input in IF3"L" format, inputs into terminal, obtains output, records output on AF Form 1996 forwards copy for approval, and files copy in suspense file.

**2.1.3. PROCESSES APPROVAL/DISAPPROVAL RESPONSE:**

**2.1.3.1. PROCESSES APPROVED SPECIAL LEVEL.** Prepares input in IF3"A" format, inputs data into terminal, obtains output, establishes file, and distributes data.

**2.1.3.2. PROCESSES DISAPPROVED DELETED SPECIAL LEVEL.** Prepares input in IF3"D" format, inputs data into terminal, obtains output, annotates and forwards AF Form 1996 to requesting unit.

**2.1.4. PROCESSES SPECIAL LEVEL VALIDATION:**

**2.1.4.1. PERFORMS SPECIAL LEVEL VALIDATION REVIEW.** Prepares base supply time special ADPM work request and forwards to the Computer Support Base (CSB); receives and reviews special level review and IF3"V" file; and distributes special level review to appropriate agency.

**2.1.4.2. PROCESSES APPROVED, CHANGED, OR DELETED REQUIREMENT.** Prepares and processes (IF3"V"/"C"/"D") data into terminal and files or deletes IF3"V" quantity and reinitiates.

**2.1.5. MONITORS INITIAL SPARES SUPPORT LIST (ISSL).** Prepares and uploads ISSL file. Reviews R09 ISSL listing. Deletes ISSL as required.

**2.1.6. MONITORS PUSH LEVEL PROGRAM.** Reviews daily document listing (DDL) verifies data, coordinates with depot, and processes change.

## **2.2. MANAGES EXCEPTION CODE:**

### **2.2.1. PROCESSES FORCED EXCEPTION CODE:**

**2.2.1.1. PREPARES FORCED EXCESS EXCEPTION CODE.** Reviews management notice or listing, prepares forced excess exception code input data into terminal, and obtains output.

**2.2.1.2. MONITORS EXCESS EXCEPTION CODE.** Initiates input to add or delete excess exception code on the item record.

### **2.2.2. PROCESSES SHIPMENT EXCEPTION CODE:**

**2.2.2.1. PREPARES SHIPMENT EXCEPTION CODE.** Reviews management notice or listing, prepares shipment excess, inputs data into terminal and obtains output.

**2.2.2.2. MONITORS SHIPMENT EXCEPTION CODE.** Initiates input to add or delete shipment exception code on the item record.

### **2.2.3. PROCESSES ISSUE EXCEPTION CODE:**

**2.2.3.1. PREPARES ISSUE EXCEPTION CODE.** Reviews management notice or listing, prepares data, inputs data into terminal, and obtains output.

**2.2.3.2. MONITORS ISSUE EXCEPTION CODE.** Initiates input to add or delete issue exception code on the item record.

### **2.2.4. PROCESSES REQUISITION EXCEPTION CODE:**

**2.2.4.1. PREPARES REQUISITION EXCEPTION CODE.** Reviews management notice or listing, prepares data, inputs data into terminal, and obtains output.

**2.2.4.2. MONITORS REQUISITION EXCEPTION CODE.** Initiates input to add or delete issue exception code on the item record.

### **2.2.5. MONITORS REPORT OF EXCEPTION CODE:**

**2.2.5.1. REVIEWS MESSAGE.** Reviews message from other sources to determine if reported item can be used to fill base requirement.

**2.2.5.2. PREPARES REPLY.** Prepares reply to message, letter, or query.

**2.2.6. MONITORS ATTRITION OF ITEM IN STOCK.** Deletes demand data on items declared excess and assigns a Requisition Exception Code to the item record.

**2.2.7. PROCESSES PROPERTY TRANSFER:**

**2.2.7.1. INITIATES PROPERTY TRANSFER SHIPMENT.** Prepares input document, enters data into small computer, obtains output, and forwards to warehouse.

**2.2.7.2. PROCESSES PROPERTY TRANSFER RECEIVED.** Receives and reviews work order, prepares requisition, assigns off-line document number, and forwards to customer.

**2.2.7.3. PROCESSES REDISTRIBUTION ORDER (RDO) INACCESSIBLE ASSET NOTICE.** Receives RDO request, inquires system, obtains product, and submits and transceives denial card.

**2.2.7.4. PROCESSES DEFENSE REDISTRIBUTION MARKETING OFFICE REQUEST (DRMO).** Generates "AOA" to authorize pick-up from DRMO by customer. Maintains file of returned "AOAs."

**2.2.8. MANAGES COMMAND EXCESS REDISTRIBUTION SYSTEM (CERS) PROGRAM:**

**2.2.8.1. PROCESSES CERS REPORT/CARD LIST.** Screens FRC/FEX file and forwards to appropriate agency. Inputs data into terminal.

**2.2.8.2. SCREENS CERS CATALOG.** Screens and forwards copy to supported organization for possible redistribution of excess asset.

**2.2.9. REVIEWS EQUIPMENT IN-STOCK/NOT-IN-USE R-32 REPORT.**

**2.2.10. REVIEWS POTENTIAL HEALTH HAZARD REPORT.**

**2.2.11. REVIEWS MEMO OBLIGATED DUE-OUT QUERY LANGUAGE PROCESSOR (QLP).**

**2.2.12. REVIEWS DUE-OUT WITH SERVICEABLE BALANCE.**

**2.2.13. REVIEWS FEDERAL STOCK GROUP (FSG) 51/75/79/84 WITH BLANK ISSUE EXCEPTION CODE.**

**2.2.14. REVIEWS ACQUISITION ADVICE CODE V, Y, 1 WITH ZERO DEMAND LEVEL.**

**2.3. PROCESSES SUPPLY DIFFICULTY/ASSISTANCE:**

**2.3.1. REVIEWS REQUEST AND RESEARCHES SUPPLY STATUS.**

**2.3.2. PREPARES MESSAGE.** Collects data, prepares message for unacceptable status on supply item, transmits to appropriate agency, and annotates log.

**2.3.3. PERFORMS FOLLOW-UP ON DELINQUENT RESPONSE.**

**2.3.4. RECEIVES MESSAGE.** Receives message on supply status, evaluates response, annotates log, and forwards to requesting organization.

**2.4. PROCESSES WASH POST REQUEST:**

**2.4.1. VERIFIES WASH POST REQUEST.** Verifies validity, certifies request, assigns off-line requisition number, and annotates register.



**2.4.2. INPUTS WASH POST REQUEST.** Prepares input, keys into terminal, obtains output, attaches documentation, and forwards to contracting.

**2.4.3. PREPARES WASH POST OUTPUT.** Receives status, and prepares, inputs, and distributes output.

**2.5. PROCESSES LOCAL PURCHASE REQUEST:**

**2.5.1. RECEIVES LOCAL PURCHASE (LP) REQUEST.** Receives requisition, obtains supporting documentation, and coordinates with and forwards to contracting.

**2.5.2. PREPARES LOCAL PURCHASE OUTPUT.** Receives status, and prepares, inputs, and distributes output.

**2.5.3. PURGES AND VERIFIES TRAVELING PURCHASE REQUEST.**

**2.5.4. PERFORMS LP FOLLOW-UP.** Researches reoccurring discrepancies and annotates listing. Reviews M37 for missing contracts and coordinates other contracting discrepancies.

**2.6. MAINTAINS FUND REQUIREMENT (FRC) FILE:**

**2.6.1. RECEIVES FRC.** Coordinates requirement with manager and files.

**2.6.2. PROCESSES FUND REQUIREMENT FILE/UPDATE/ANALYSIS/REPORT.**

**2.7. MANAGES STATUS FOR REQUIREMENT:**

**2.7.1. SCREENS DUE-OUT/DUE-IN LISTING.** Receives and reviews listing. Ensures due-outs have due-ins and due-ins have valid status meeting Military Standard Requisitioning and Issue Procedure time frames. Performs follow-up as required.

**2.7.2. UPDATES STATUS:**

**2.7.2.1. PROCESSES REQUISITION STATUS FROM SOURCE OF SUPPLY.** Prepares and inputs status received from source of supply via narrative message or decline.

**2.7.2.2. UPDATES DEPOT GENERATED CANCELLATION.** Receives and reviews depot generated cancellation, determines action to be taken, and coordinates with Item Manager technician, production specialist and customer.

**2.8. INITIATES DUE-OUT CANCELLATION.** Receives request, prepares input, and enters data into terminal.

**2.9. MONITORS TRACER ACTION RECONCILIATION (TAR) LISTING:**

**2.9.1. REVIEWS TAR LISTING.**

**2.9.2. SCREENS LISTING.** Screens listing for classified and communications security item and detail valued at less than \$100.00.

**2.9.3. SUSPENSES COPY.** Suspenses copies one and two of listing to Document Control and Transportation for their review and annotation/action.

**2.9.4. COORDINATES WITH TRANSPORTATION MANAGEMENT OFFICE (TMO).** Coordinates with TMO in tracing those shipments identified on the listing which can be traced.

**2.9.5. VALIDATES PROCESS.** Performs research in the transaction history register (DO6) to determine whether the receipts were processed correctly.

**2.9.6. INPUTS TAR DATA INTO TERMINAL AND SUSPENSES.**

**2.9.7. PREPARES REPORT OF ITEM DISCREPANCY (ROD):**

**2.9.7.1. REVIEWS ROD LISTING.**

**2.9.7.2. PREPARES ROD.** Prepares ROD files copy and inputs TAR data into terminal.

**2.9.7.3. PERFORMS FOLLOW-UP.** Removes TAR data and annotates listing.

**2.9.7.4. PROCESSES RESPONSE FROM DEPOT.** Receives ROD response back from depot, inputs data into terminal, and sends to CSB.

**2.10. PROCESSES SPECIAL REQUISITION (SPR):**

**2.10.1. PROCESSES LATERAL.** Coordinates lateral support with other bases, annotates off-line document register, and keys SPR into remote.

**2.10.2. PROCESSES IN-LINE SPR.** Prepares data and inputs into terminal.

**2.10.3. PROCESSES OFF-LINE SPR.** Receives request, annotates control, register, prepares data, and inputs data into terminal.

**2.10.4. PROCESSES INDICATOR "R" SPR.** Receives request, inputs data into terminal, prepares justification, obtains signature, and files.

**2.11. MONITORS MATERIEL DEFICIENCY/REPORT.** Receives report, coordinates with affected agencies, monitors required follow up action, and prepares input into terminal upon receipt of final disposition instruction. Files completed action.

**2.12. REVIEWS NUMERIC PARTS PREFERENCE CODE.** Reviews numeric parts preference code 2, 3, 5, or 9; performs research and coordinates, prepares input to set up item record for deletion, loads replacing NSN, and prepares transfer to depot or DRMO.

**2.13. COORDINATES ON MATERIEL OBLIGATION VALIDATION REVIEW.**

**2.14. REVIEWS REJECT LISTING:**

**2.14.1. REVIEWS LISTING.** Reviews daily reject listing and identifies applicable discrepancies.

**2.14.2. CLEARS REJECT.** Researches discrepancy and annotates reject listing indicating corrective action taken. Prepares reject clear card.

**3. RETAIL SALES:**

**3.1. PREPARES CLOTHING RECORD:**

**3.1.1. PREPARES PERSONAL CLOTHING RECORD.****3.1.2. PREPARES ORGANIZATIONAL CLOTHING AND EQUIPMENT RECORD.**

**3.2. ISSUES CLOTHING.** Receives, validates, and backorders request, pulls clothing from stock, annotates record, obtains customer signature, and processes turn-in of like clothing item. Prepares data, inputs data into terminal, and receives output.

**3.3. PREPARES PAY VOUCHER.** Assigns off-line document number, obtains certification, and forwards to Accounting and Finance. Annotates clothing record and suspenses pay voucher.

**3.4. VERIFIES FLYING/HAZARDOUS DUTY STATUS.** Verifies and maintains file of personnel on flying status/hazardous duty. Screens active/inactive Aeronautical Status Code (ASC) list. Annotates record with ASC. Notifies customer to return property if necessary and processes turn-in. Performs annual validation.

**3.5. PROCESSES SEPARATION OF INDIVIDUAL:****3.5.1. SCREENS CLOTHING RECORD FOR ITEM REQUIRING TURN-IN.**

**3.5.2. PROCESSES TURN-IN.** Prepares form, researches stock number, obtains signature, prepares data, inputs data into terminal, and receives output. Returns property to stock and forwards documentation to Document Control.

**3.5.3. ANNOTATES CLOTHING RECORD OF ACTION TAKEN.**

**3.5.4. FILES RECORD.** Signs clearance and files or forwards record.

**3.6. PROCESSES ITEM FOR CLEANING:**

**3.6.1. PREPARES PURCHASE ORDER REQUEST FOR ITEM TO BE CLEANED.** Prepares purchase order if serviceability of asset warrants cleaning.

**3.6.2. RECEIVES CLEANED ITEM.** Inventories and warehouses cleaned clothing.

**3.7. PROCESSES ITEM FOR OFF-BASE REPAIR:**

**3.7.1. PREPARES FORM.** Prepares AF Form 9 and requisition for invoice/shipping document. Determines serviceability of asset and cost versus replacement value.

**3.7.2. TRANSPORTS PROPERTY.** Transports to packing and crating or pick up and delivery.

**3.7.3. RECEIVES REPAIRED ITEM.** Receives, inventories, and warehouses repaired item.

**3.8. ISSUES TOOL OR ADMINISTRATIVE SUPPLY:**

**3.8.1. PREPARES AUTHORIZED SHOPPERS LIST.** Receives request and annotates shoppers list and authorization file.

**3.8.2. ISSUES ITEM FROM STOCK.** Receives, validates, and/or backorders customer request, annotates card, and issues item. Assigns issue exception code "K" to item records sold through retail outlets.

**3.8.3. PERFORMS ANNUAL IDENTAPLATE VALIDATION.** Forwards authorization listing to affected organization and makes necessary change.

**3.9. STORES PROPERTY.** Receives shipment and inspects property. Transports item from receiving area to bin location and stores property. Uses forklift to move item from receiving area to warehouse/outside storage. Off-loads and stores items in location.

**3.10. MANAGES SPECIAL LEVEL REQUIREMENT:**

**3.10.1. REQUESTS SPECIAL LEVEL.** Prepares documentation and forwards to appropriate activity.

**3.10.2. PERFORMS SPECIAL LEVEL VALIDATION.**

**3.11. PROCESSES WAREHOUSE LABEL ACTION:**

**3.11.1. PROCESSES WAREHOUSE LOCATION ADD.** Receives new stock number. Goes to empty bin location, annotates new location, inputs data into terminal. Creates temporary label and attaches to bin. Verifies new bin location against DDL. Warehouses property and records new bin location on SND. Distributes and suspenses required copy of receipt.

**3.11.2. PROCESSES WAREHOUSE LOCATION DELETE.** Receives location management notice and verifies bin location. Verifies changed bin location on daily document register. Prepares and attaches against daily document register. Removes bin label on item no longer stocked. Corrects bin label as required by R36 listing and replaces bin label that is difficult to read.

**3.11.3. PROCESSES WAREHOUSE LOCATION CHANGE.** Analyzes storage space, relocates property, and assigns warehouse location. Creates temporary bin label, inputs data into terminal, enters/updates SND and verifies location against DDL.

**3.12. VALIDATES BIN LOCATION:**

**3.12.1. PERFORMS COMPLETE WAREHOUSE VALIDATION.** Requests validation listing and bin labels, picks up Logistics Marking and Reading Symbol hand held terminal (HHT), counts property using HHT and manually turns in HHT. Files complete validation report.

**3.12.2. PERFORMS SERVICEABLE BALANCE, NO WAREHOUSE LOCATION VALIDATION.**

**3.12.3. VALIDATES DUPLICATE WAREHOUSE LOCATION LISTING.**

**3.12.4. INITIATES SPECIAL INVENTORY.** Requests for special inventory for the Inventory section to clear up any out-of-balance condition.

**3.13. PROCESSES SERVICEABLE TURN-IN.** Receives personal equipment or clothing, transports to storage bin, and stores.

**3.14. MAINTAINS SND.** Screens daily document register for location, item deletion, or exception code processing. Posts change to directory and files daily document register.

**3.15. MAINTAINS CONTROLLED MULTIPLE ADDRESSED LETTER (CMAL) FILE.** Maintains CMAL file containing current information on clothing and textile items for dissemination to customer. Screens CMAL letter for pertinent information and files.

**3.16. PROCESSES ISSUE AND TURN-IN.** Prepares issue/turn-in data, inputs data into terminal, and receives output.

**3.17. PROCESSES SALVAGE TO DRMO.**

**3.18. PERFORMS BULK ISSUE RECONCILIATION.**

**3.19. REVIEWS REJECT LISTING:**

**3.19.1. REVIEWS LISTING.** Reviews listing to identify rejects applicable to Retail Sales. Annotates corrective action to be taken.

**3.19.2. CLEARS REJECT.**

**3.20. REVIEWS DELINQUENT DOCUMENT LISTING:**

**3.20.1. REVIEWS LISTING.** Reviews delinquent document listing for discrepancy.

**3.20.2. TAKES CORRECTIVE ACTION.** Annotates delinquent document listing indicating corrective action taken.

**4. UNIT TRAINING ASSEMBLY (UTA) PREPARATION.** Performs planning and scheduling task associated with preparation for UTA.

**INDIRECT:** Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

**I1. SUPERVISION.** All standard indirect tasks apply except I1.2.2.1., I1.2.3.4., I1.7.2., and I1.8.

**I2. ADMINISTRATION.** All standard indirect tasks apply except I2.1., I2.2., I2.3.4., I2.3.5., I2.4., I2.5., I2.6., I2.7., I2.12., I2.14., and I2.15.

**I3. MEETINGS.** All standard indirect tasks apply except I3.1.1., I3.1.2., I3.1.3., I3.1.4., I3.2.1., I3.2.2., I3.2.3., and I3.2.4.

**I4. TRAINING.** All standard indirect tasks apply except I4.1.1.

**I5. SUPPLY.** All standard indirect tasks apply.

**I6. EQUIPMENT MAINTENANCE.** All standard indirect tasks apply except I6.1.1.2., I6.1.2.2., I6.1.3.1., I6.1.3.2., I6.1.4., and I6.2.2.

**I7. CLEANUP.** All standard indirect tasks apply except I7.3.2.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Material Management/414000			380.63 - 1008.24								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Inventory Management	645X0	CIV	3	4	5	6	7				
TOTAL			3	4	5	6	7				
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											